



EMPLOYEE ASSISTANCE OF THE PACIFIC, LLC

# CUBICLE ETIQUETTE

## 16 Tips for Being a Better Neighbor

**If you work in a cubicle environment, you want to be a part of a professional work environment that's positive for all. So keep in mind that courteous, common-sense office behavior is important for healthy work relationships and a distraction-free environment.**

1. Never yell across the office room – walk over to someone and talk or send an email.
2. Be respectful and knock (or say “knock-knock” and wave and smile) before you talk – don’t interrupt peoples’ work or conversations or just barge in.
3. Don’t hover over someone else’s cubicle or pop over unannounced.
4. Don’t borrow or steal — ask before borrowing or using anything from a co-worker’s cubicle.
5. Watch your ringtone and mobile phone – don’t disturb your coworkers.
6. Avoid strong smells – don’t bother others with strong fragrances, food, applying nail polish, etc.
7. Your cubicle is not your home – not the place to floss teeth, apply makeup, paint your nails, change clothes, display inappropriate posters/slogans/screensavers/etc. Keep it clean and tasteful and don’t offend anyone.
8. Avoid loud talking, using a speakerphone, or personal conversations that distract others.
9. Don’t peek or invade others’ spaces – respect their privacy.
10. Don’t hang out in someone’s cubicle if they’re out, reading what’s available.
11. Avoid music that others can hear, and please don’t sing, whistle, tap to the rhythm, etc.
12. Watch your speaking volume – it’s okay to collaborate but either speak softly or take your conversation elsewhere.
13. Don’t use your cubicle as a lunchroom – nobody wants to hear you chewing or smell your leftover tuna surprise or newly popped popcorn.
14. If you have indigestion or gas, chew an antacid and visit the restroom.
15. Be careful discussing personal troubles or consoling a co-worker – invite them to a private area.
16. If you’re sick, don’t come to work and make your neighbors sick.



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